

JOB DESCRIPTION

Job Title:	Administrative Support Officer to the Board
Employer:	Home-Start Bristol and South Gloucestershire (HSBSG)
Location:	The Greenway Business Centre, Southmead, Bristol BS10 5PY
Contract:	Sessional
Hours of work:	14 hours per month
Pay:	£15.06 per hour Scale point 13 (FTE £29,064)
Place of work:	Work from home with occasional face-to-face daytime or evening meetings
Responsible to:	The chair of the board of Trustees

About Home-Start Bristol and South Gloucestershire (HSBSG)

Home-Start is a local charity supporting families with young children through challenging times. We work alongside parents to build confidence, strengthen relationships, and create positive home environments where children can thrive.

Purpose of the role

To provide high-quality administrative and organisational support to the Board of Trustees, ensuring meetings, governance processes and trustee administration are carried out efficiently, accurately and in accordance with regulatory requirements.

The role supports the Chair and Chief Executive by coordinating board business, maintaining governance records and ensuring trustees are well supported in fulfilling their roles.

Key Responsibilities

1. Board and Committee Administration

- * Coordinate the annual cycle of Board and committee meetings, including scheduling dates and arranging venues or online access
 - * Work with the Chair and Chief Executive to prepare meeting agendas
 - * Compile, organise and circulate board papers in a timely manner
 - * Attend Board and relevant committee meetings, taking accurate minutes
 - * Maintain and circulate approved minutes and records of decisions
 - * Maintain an action log and follow up on actions as required
 - * Provide administrative support for the Annual General Meeting (AGM)
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2. Governance Administration and Compliance Support

- * Support compliance with Companies House and Charity Commission requirements, working with the Chair and Chief Executive
- * Maintain accurate and up-to-date governance records, including:
 - Trustee and membership registers
 - Conflicts of interest register

- Trustee terms of office
 - * Assist with the preparation and submission of statutory returns and updates
 - * Maintain governance documentation, including key policies and organisational records
 - * Maintain an overview of the organisation's policy review schedule, ensuring that policies are brought to the Board for review and approval in line with the annual cycle
 - * Support the coordination of policy reviews, including:
 - Tracking when policies are due for review
 - Liaising with relevant staff or trustees to ensure updated policies are prepared
 - Scheduling policies for discussion and approval at Board meetings
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3. Trustee Recruitment and Onboarding

- * Provide administrative support for trustee recruitment processes, including:
 - Coordinating the advertisement of trustee vacancies
 - Managing applications and correspondence
 - Arranging interviews and meetings
- * Coordinate trustee onboarding processes, including:

- Preparing and maintaining induction materials
 - Arranging induction meetings
 - Ensuring all required documentation is completed
- * Support the smooth onboarding of new trustees to ensure they have the information needed to fulfil their role
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4. Trustee Administration

- * Maintain accurate and up-to-date records for all trustees, including:
- Contact details and terms of office
 - Declarations and conflicts of interest
 - Training and development records
- * Support communication with trustees, ensuring they receive timely and relevant information
- * Act as a key point of contact for trustees in administrative matters
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5. General Responsibilities

- * Maintain confidentiality and handle sensitive governance information appropriately
- * Ensure all board documentation is well organised, accessible and securely stored

- * Support effective communication between trustees and the organisation
 - * Undertake additional administrative duties relating to governance as required by the Chair or Chief Executive
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PERSON SPECIFICATION

Essential Experience

- * Experience of providing high-quality administrative support, ideally but not exclusively within a governance, charity or committee setting
 - * Experience of organising meetings, preparing agendas and taking accurate minutes
 - * Experience of managing information, records or databases in an organised and systematic way
 - * Experience of coordinating processes involving multiple stakeholders (e.g. recruitment, onboarding, committees)
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Essential Knowledge and Skills

- * Excellent organisational skills with the ability to manage multiple tasks and deadlines
- * Strong written communication skills, including the ability to produce clear and accurate minutes and documentation
- * High level of attention to detail and accuracy
- * Ability to maintain confidentiality and handle sensitive information appropriately

- * Good IT skills, including Microsoft Office (Word, Outlook, Teams) and document management systems

- * Ability to work independently and prioritise workload effectively

Desirable Knowledge and Experience

- * Experience of working with a Board of Trustees or similar governance structure

- * Knowledge of charity governance requirements (e.g. Charity Commission, Companies House)

- * Experience supporting recruitment or onboarding processes

- * Understanding of the voluntary or community sector

Personal Attributes

- * Highly organised and reliable

- * Professional and discreet

- * Proactive in following up tasks and maintaining processes

- * Able to build positive working relationships with trustees and staff

- * Flexible and willing to support the needs of the organisation